



THE ASPIRA ASSOCIATION, INC.
1444 EYE STREET, N.W., 8TH FLOOR • WASHINGTON, D.C. 20005

EDUCATIONAL TESTING SERVICE
ROSEDALE ROAD • PRINCETON, NEW JERSEY 08541-0001

**ASPIRA - EDUCATIONAL TESTING SERVICE
TRAINING ON FINANCE, EVALUATION AND FUNDRAISING**

Educational Testing Service
Chauncey Conference Center
Princeton, New Jersey
November 21-24, 1996

Agenda

NOVEMBER 21, 1996

12:00 - 5:00 p.m.	Arrival and Registration
6:00 - 8:00 p.m.	Dinner
8:00 p.m.	Welcome Reception: Ruddy Duck Speaker: Ronald Blackburn-Moreno ASPIRA National Executive Director

NOVEMBER 22, 1996

7:00 - 8:30 a.m.	Breakfast
8:30 - 9:15 a.m. Room: Barn	Overview of Training Session Ronald Blackburn-Moreno
9:15 - 9:30 a.m.	Break

Concurrent Sessions: Small Group Sessions
9:30 a.m. - 12:15 p.m.

Workshop A
Room: Lake

Effective Program Evaluation
Facilitator: John Gargani, Evaluation Consultant
* For ED's, PM

Workshop B
Room: Sundial

Fundamentals of Effective Proposal Writing
Facilitator: Ronald Blackburn-Moreno
* For ED's, DP, PM

Workshop C
Room: Pintail

Preparing Annual Budgets
* For BM's, ED's, FP

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NOVEMBER 22, 1996 (Continued)

12:15 - 1:15 p.m. Lunch

Concurrent Sessions: Small Group Sessions
1:15 - 4:30 p.m.

Workshop A **Effective Program Evaluation (Continued)**
Room: Lake Facilitator: John Gargani

Workshop B **Fundamentals of Effective Proposal Writing (Continued)**
Room: Sundial Facilitator: Ronald Blackburn-Moreno

Perspectives from a Proposal Reviewer
Facilitator: Hilda Crespo, Director of Education and Fed. Affairs
* For ED's, DP, PM

Workshop C **Statements of Financial Accounting Standards #116 and #117**
Room: Pintail Facilitator: Arthur Andersen, Auditors
* For BM's, ED's, FP

4:30 - 5:30 p.m. **Council of Executive Directors Meeting** *<WALK/EXERCISE>*

6:00 - 7:00 p.m. Dinner

8:00 p.m. Reception - Ruddy Duck

NOVEMBER 23, 1996

7:00 - 8:30 a.m. Breakfast

8:30 a.m. - 12:00 n

Concurrent Sessions: Small Group Sessions

Workshop A **Effective Program Evaluation**
Room: Lake Facilitator: Ronald Blackburn-Moreno
* For ED's, PM

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NOVEMBER 23, 1996 (Continued)

Concurrent Sessions: Small Group Sessions (Continued)

Workshop B
Room: Sundial

Fundamentals of Fundraising
Facilitator: Frank Elston, Consultant
* For: ED's, DP

Workshop C
Room: Pintail

Cost Allocation
* For BM's ED's, FP

12:00 n - 1:00 p.m.

Lunch

1:00 - 5:00 p.m.

Concurrent Workshops

Workshop A
Room: Lake

Effective Program Evaluation (Continued)
Facilitator: Ronald Blackburn-Moreno
* For: ED's PM

Workshop B
Room: Sundial

Developing a Fund Raising Project
Facilitators: Julia Howell & Karen Cox, Development Coordinators
* For: ED's, DP

Workshop C
Room: Pintail

Financial Statement & Effective Accounting
For: BM's, ED's FP

5:00 - 6:00 p.m.

**Executive Directors and Board Members meet with
Researcher on ASPIRA's Organizational Development**
Facilitator: Maxine Lisboa

6:00 - 7:00 p.m.

Dinner

8:00 p.m.

Reception - Ruddy Duck

* Who Should Attend: BM's Board Members; ED's Executive Directors; FP Finance Personnel; DP Development Personnel; PM Program Managers

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NOVEMBER 24, 1996

7:00 - 8:30 a.m.	Breakfast
9:00 a.m. - 12:00 n Room: Barn	Administration, Financial and Program Requirements Safeguarding the good name of ASPIRA Facilitator: Hilda Crespo
10:00 a.m.	Break
11:45 a.m. - 12:00 n	Closing Remarks Ronald Blackburn-Moreno
12:00 - 1:00 p.m.	Lunch
1:00 p.m.	Depart